

SENIOR PLANNER

DEFINITION:

Under direction, conducts day-to-day planning activities of the City, and/or performs varied professional planning activities; conducts or participates in long-range planning and special studies; performs related work as required.

CLASS CHARACTERISTICS:

This class is the working lead/specialist level of the professional planning series, either conducting day to day planning activities, providing staff support to the Architectural and Site Review Board including responsibility for work review and agenda preparation, or having responsibility for the General Plan and other long-range planning activities. This class is distinguished from the Planning Manager in that the latter has overall responsibility for the day-to-day planning function.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Review applications for zoning variances or changes, use permits, planned developments, site approvals, etc.
2. Direct or personally perform studies, evaluate alternatives, and make recommendations regarding the processing of such applications.
3. Process annexations and urban service boundary adjustments.
4. Act as a liaison and provide staff support to appointed boards and commissions.
5. Update the General Plan and ensure that it is implemented.
6. Confer with property owners, developers, contractors and others regarding planning issues.
7. Confer with and provide professional and technical support to other City staff on planning issues.
8. Review preliminary designs and building plans and specifications for environmental and zoning implications.
9. Participate in joint planning studies with representatives of other cities and the county.
10. Interpret City policies and procedures to staff.

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MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Assist in preparing departmental goals, objectives, work standards and the annual budget.
2. Monitor developments related to planning and zoning matters, evaluate their impact upon City operations and recommend procedural changes.
3. Maintain records and prepare a variety of periodic and special reports.
4. Prepare correspondence, draft ordinances and other written materials.
5. Make presentations before the City Council.

QUALIFICATIONS:

Knowledge of:

1. Principles, practices and techniques of urban planning.
2. Basic supervisory principles and practices.
3. Zoning principles and methods.
4. Economic forecasting and statistical research methods.
5. Environmental issues as related to the planning process.
6. Applicable local, state and federal laws and regulations.

Skill in:

1. Planning, assigning, directing and reviewing the work of a small professional staff.
2. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
3. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
4. Reading and interpreting maps and specifications.

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Ability to:

1. Exercise sound independent judgment within policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent correspondence, reports and other written materials.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

OTHER QUALIFICATIONS:

1. Equivalent to graduation from a four-year college with major course work in urban planning, architecture, public administration or field closely related to the work.
2. Four years of urban planning experience.
3. Experience in a small to mid-sized City.
4. Willingness to attend night meetings.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboards, and printers
3. Maps, plans, and blueprints
4. Scales and other measuring equipment
5. Copy machines
6. Telephone
7. Calculator

PHYSICAL DEMANDS:

1. Mobility
2. Automobile
3. Speaking/Hearing
4. Seeing
5. Sitting
6. Lifting up to 20 lbs.

Senior Planner**ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: normal office conditions, 90% of the time
 Outdoors: varying conditions, 10% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

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